

# *Mail Emergency*

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When confronted with an emergency situation, often times we forget what to do. This chart is designed to serve as a guideline, giving you step-by-step instructions in an easy to follow format. While it is not all-inclusive, and you may have Agency policies, please be aware that these are the steps deemed minimally necessary to help you and others when you find a mail threat.

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## **WHAT TO DO:**

### **1. CALL 911**

### **2. CONTACT STATE MAIL AT 323-4300 WITH THE FOLLOWING INFORMATION**

WHAT IS YOUR NAME? \_\_\_\_\_

WHAT IS YOUR LOCATION? \_\_\_\_\_

WHAT IS YOUR CONTACT INFORMATION? \_\_\_\_\_

WHAT MAKES THIS MAIL PIECE SUSPICIOUS? \_\_\_\_\_

HOW WAS THE MAIL PIECE DELIVERED? \_\_\_\_\_

WHAT TIME WAS IT DELIVERED? \_\_\_\_\_

ANY OTHER RELEVANT INFORMATION: \_\_\_\_\_

